

Off-Campus Student Experiential Learning Activities
Frequently Asked Questions
(Updated August 28, 2020)

Note that in the questions below, internship refers to any time of student experiential learning activity, regardless of how it is described for a particular academic program.

Is the form required for every student completing an off-campus internship?

The Office of the Provost is recommending use of an assumption of risk notification for students completing an internship off-campus, but the academic programs can determine whether to require the form at the program level based on circumstances of the internship.

The student is able to complete the internship by working remotely. Is the form required?

No, the assumption of risk notification is not necessary when the student is working remotely for all of the internship. If some of the internship is remote but the student also has some on-site work, the student should have the program's guidance for use of the form.

Multiple students are working at the same site. Can the site information be attached to multiple forms rather than added within the document for each student?

Yes, the requirement to explain or describe can be satisfied by a site-specific document that is attached to multiple assumption of risk notifications. However, each student working on-site must sign the notification.

Is the form required for courses where students are working on group projects for a company and meet for on-site visits?

Yes, if the students are doing any part of the internship on-site, the assumption of risk notification is needed for each student.

For what academic terms is this assumption of risk form recommended?

This assumption of risk notification is currently recommended for Fall 2020 internships.

How detailed do the explanations/descriptions need to be?

The forms and supporting documentation are maintained by the program, not collected centrally. The level of detail should be sufficient to assure the student and coordinator that the site has adequate protections for health and safety for the proposed activities. Many sites may already have standard documentation developed for their personnel and other constituents. Depending on the organizational structure, the documentation may come from a higher level than the placement site, e.g., school district rather than local school.

Some students are working off-campus as graduate assistants. Do they need to complete this form?

There is a separate form for students working off-campus as graduate assistantships. This form has similar assurances of health and safety measures but does not include the language about maintaining academic progression.

What if a student refuses to sign the assumption of risk notification?

If a student refuses to sign the assumption of risk notification, or if a clinical/internship coordinator refuses to utilize the recommended guidelines, the department head can make a decision on a case-by-case basis about whether to permit the student to go on-site for a clinical practicum or internship experience. This form is recommended, but it is not mandatory.

Can an individual program change the form for particular program needs?

Yes, a program can change questions 1-4 on the form template to include specific information or questions, e.g., specify disease mitigation measures rather than saying to follow "all relevant safety guidance...". However, the introduction and concluding statement should not be changed, and there must be a minimum of two signatures, one from the student and one from a program administrator.